



Online License Services Manual for Guides

The Idaho Outfitters and Guides Licensing Board enables Guides to easily process license renewals and new applications online and conveniently pay fees with a credit/debit card (American Express, Discover, MasterCard, VISA). This manual features step-by-step instructions for various renewal activities. *Screen images, text, and fees shown in this manual may differ in actual application.*

Online Renewal Benefits

Cheaper and faster license processing • Secure, encrypted connection • Guide renewals avoid expedited/pull-forward fees (receipt serves as 20-day temporary license when in compliance with licensing guidelines—Guide renewals and new Guide applications only) • Calculates fees automatically • Application is guaranteed complete and accurate • Provides a printable receipt • Allows you to update contact information instantly.

Need Assistance?

For questions about this service, call Access Idaho at 208-332-0102 (toll free: 1-877-443-3468). For license questions and information, please call the Outfitters and Guides Licensing Board office at 208-327-7380.

Important: This application may not work correctly in the MSN browser. It is recommended that you use another browser, such as Internet Explorer, Netscape, or Firefox. Please make sure your browser is enabled to accept cookies. Access Idaho (the State's official web administrator) processes credit/debit card payments on behalf of OGLB.

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Section 1: Logging into OGLB's Licensing Services

To ensure maximum security, you will need an Access Idaho username and password to conduct any business online with the Outfitters and Guides Licensing Board.

The web address for OGLB's licensing services is:

https://www.accessidaho.org/secure/oglb/licensing/services.html

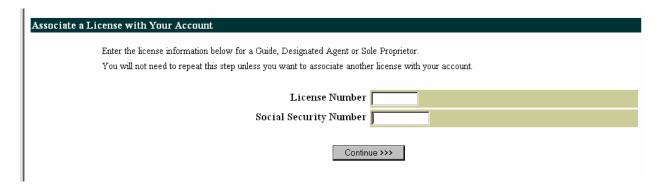
Don't forget the "s" in the web address, which means it's a secure site. Add this web page to your favorites list for easy reference.

Registered	Users					
		Username:		Forgot username?		
	FYI Passwords expire	Password:		Forgot password?		
	every 6 months.		* Username and passwor	d are case sensitive.		
	, a		Sign In			
	If you are unable to access this applic	ation with your curre	ent username and passv	vord, please contact <u>Access Idaho</u> .		
New Users						
	To use this service you will need a us	ername and passwor	d supplied by Access I	laho.		
	Create A New User Account					
	Outfitters and Guides Licensing	Paged a 1265 Nav	th Ovebend Street: Pr	2010 172 - Paiga Idaha 92 706		
	Outhters and Gudes Licensing	licensing@og		John 1/2 - Boise, Idano 85/00		
l						
	\ G	11 . 1 . 1				
	Sel	lect this link	to set up you	r username		
	and	d password.	An initial pas	ssword will		
		•	email address			
	soon after you create your user account.					

Note: The first time you log into this page with your initial password, you will be prompted to change your password to one of your choosing. Passwords are case-sensitive, must be at least 5 characters long, and can contain numbers, letters, and/or symbols. For security purposes, <u>do not</u> allow your web browser (Internet Explorer, Netscape, Firefox, etc.) to remember your login information.

Section 2: Associating a License with Your Account

After logging in successfully for the first time (or after selecting the "I Have Another License" link on the User Services page), you will see the screen below. Enter the requested information and select the "Continue" button.



After associating your user account with your license, the application displays all licenses associated with your account.

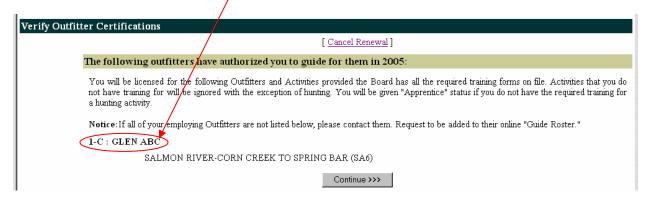
Section 3: Renewing Guide License—Paying for Own License

Before renewing your Guide license online, you must log in with an Access Idaho username and password (see Sections 1 and 2).

Step 1. Select the "Renew Your License" link.



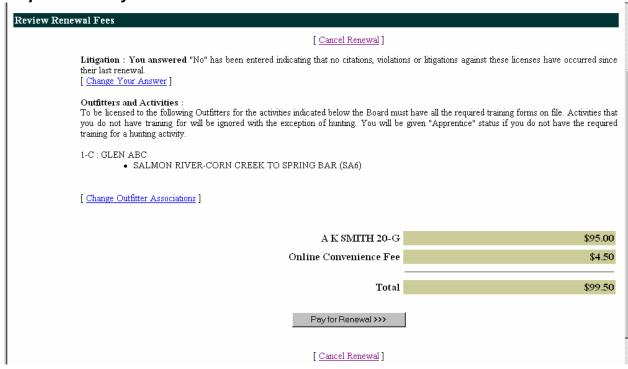
Step 2. Verify Outfitter authorization(s) and click "Continue."



Step 3. Answer litigation questions.

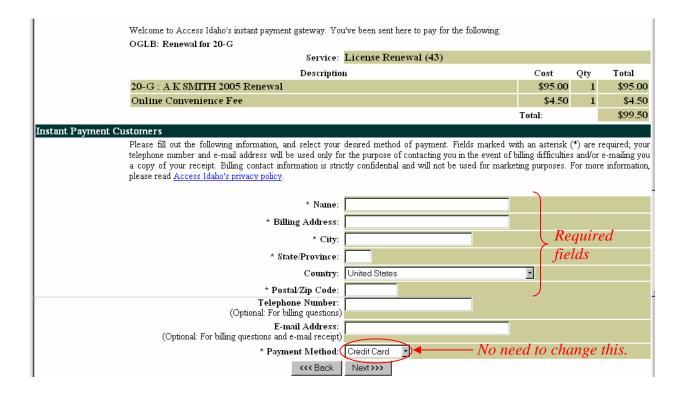


Step 4. Review your renewal fees.



Step 5. Enter your credit/debit card billing information.

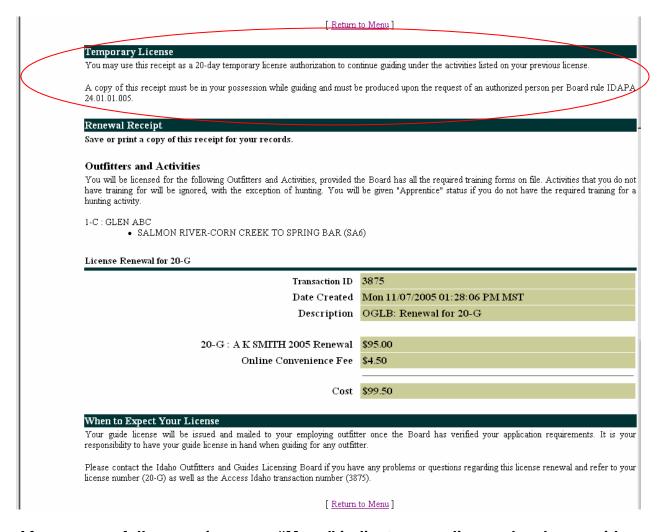
Section 3: Renewing Guide License—Paying for Own License



Step 6. Enter card number, type, and expiration date.



Renewal Receipt (Carry it with you as a valid, 20-day temporary license.)



After successfully renewing, your "Menu" indicates your license has been paid and that you can view your receipt.



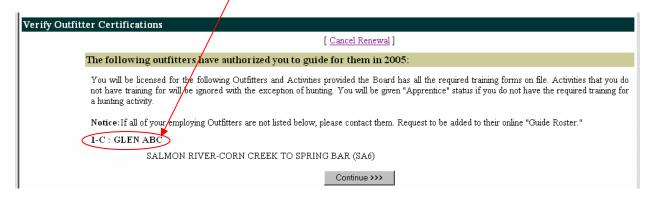
Section 4: Renewing Guide License—Outfitter Pays

Before renewing your Guide license, you must log in with an Access Idaho username and password (see Sections 1 and 2).

Step 1. Select the "Renew Your License" link.



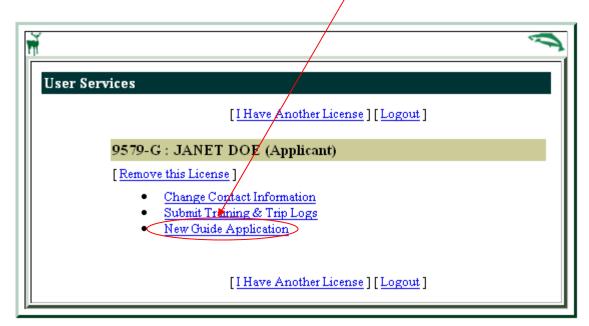
Step 2. Verify Outfitter authorization(s).



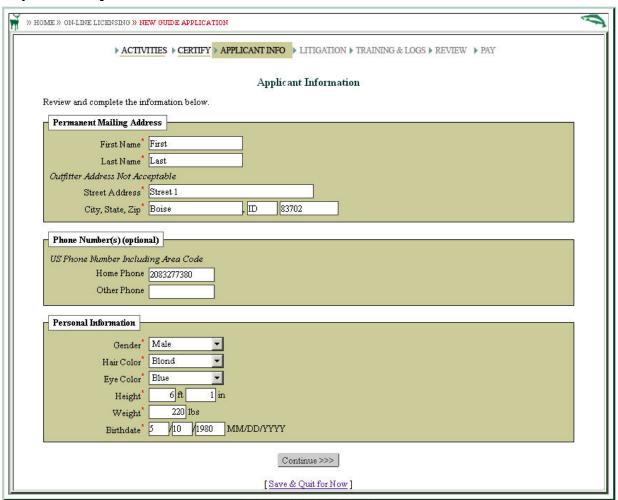
Section 5: New Guide Applicant—Complete Form and Pay

To complete the new Guide license application form and pay, you must log in with an Access Idaho username and password (see Sections 1 and 2) and get a Guide license number from your Outfitter.

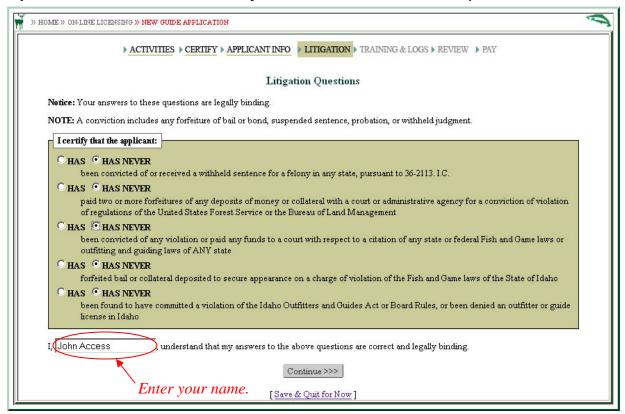
Step 1. Select the "New Guide Application" link.



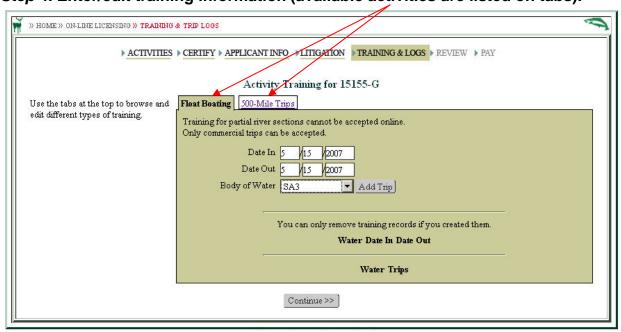
Step 2. Enter your information.



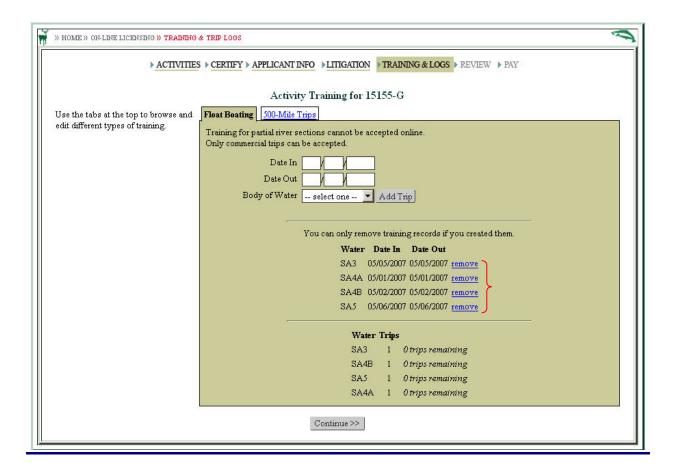
Step 3. Answer litigation questions and enter your name. (If you select "Has" for any question, an online form will display to explain the conviction. The explanation will be forwarded to your Outfitter and the Board.)



Step 4. Enter/edit training information (available activities are listed on tabs).



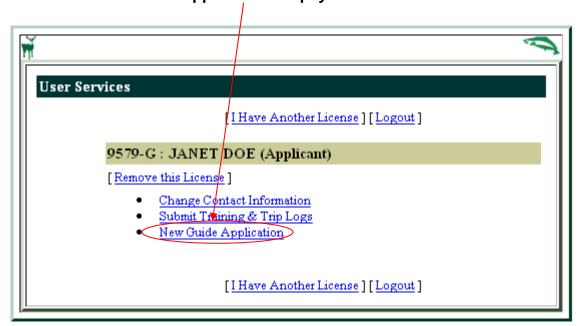
Note: Click the "remove" link(s) to delete any unwanted or incorrect info that you've already entered.



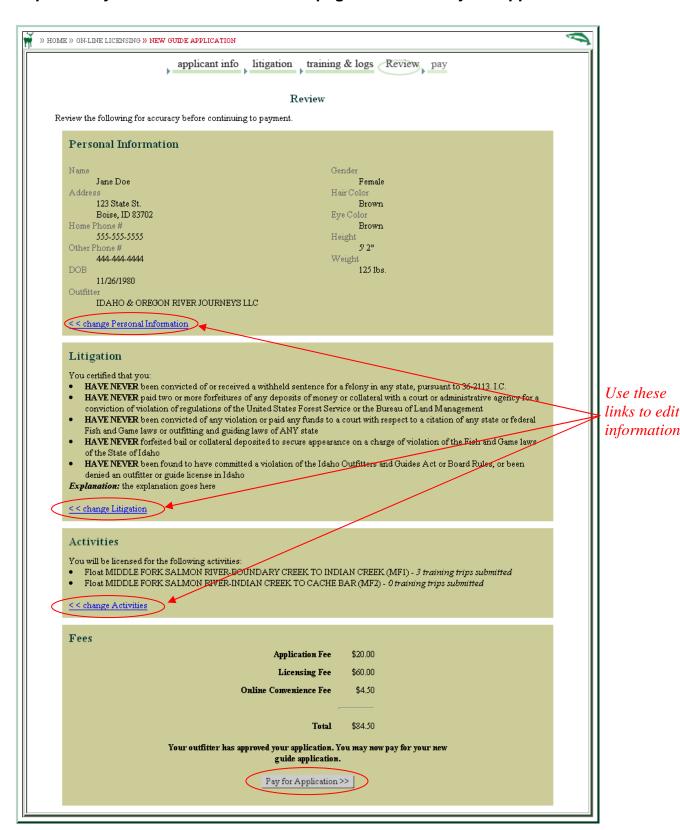
Step 5. Wait for Outfitter approval.



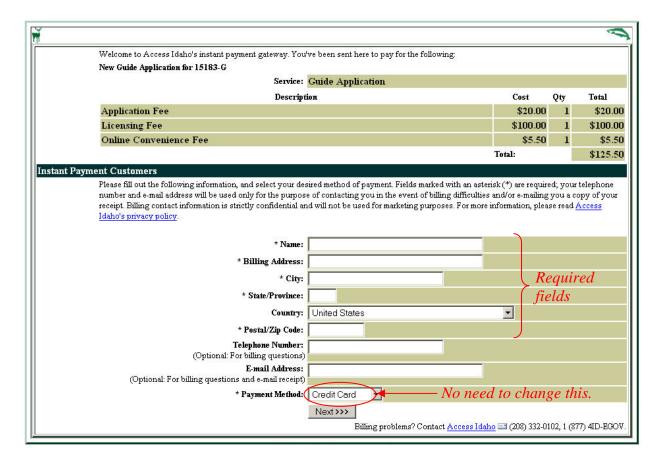
Step 6. After an Outfitter has approved your application, log-in (see Section 1) and select "New Guide Application" to pay.



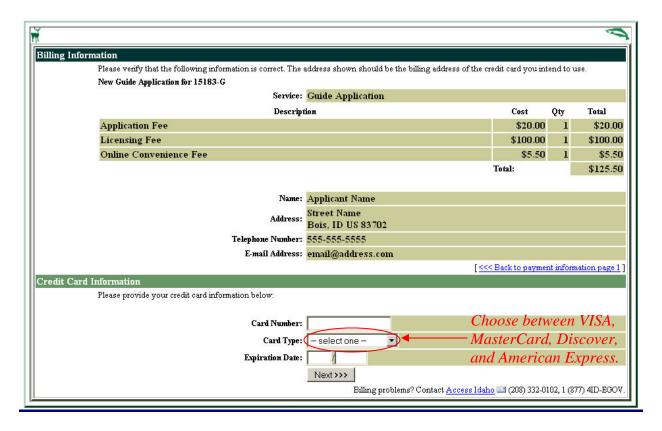
Step 7. Verify information on the review page and click "Pay for Application."



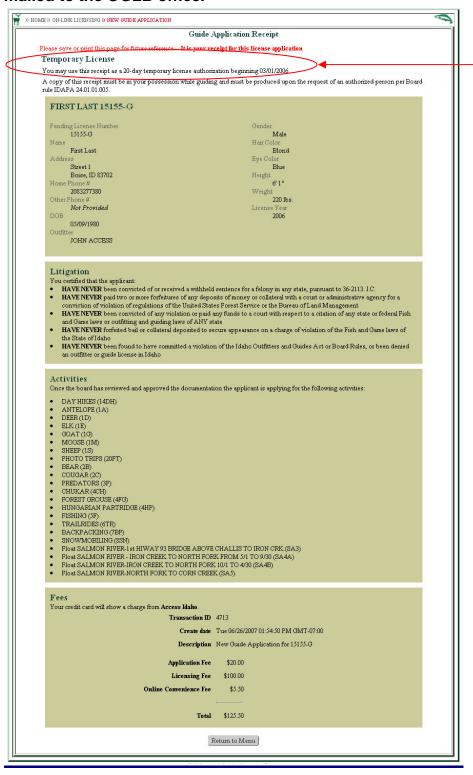
Step 8. Enter your credit/debit card billing information.



Step 9. Enter your credit/debit card number, type, and expiration date.



Step 10. Save or print receipt (the application automatically emails a receipt to you as well), which provides an overview of your information, answers to litigation questions, activities, and a list of any documentation that needs to be mailed to the OGLB office.



Receipt may be used as a 20-day temporary license if all training for all activities has been submitted to OGLB. (No 20-day temporary license is issued for 500-mile trip log.)